



Contract Term - HRS2500

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Personnel > Tables > Job/Contract > Contract Term

This tab is used to create and maintain the codes used on the Employment Info tab of the Staff Job/Pay Data page. It is used to manage employee contract information.

Note: The CYR or NYR Contract Term page is displayed depending on the payroll logon.

Set up contract term codes:

Click **+Add** to add a row.

Field	Description
Contract Term Code	Type a code used to identify the contract term. The field can be a maximum of two characters.
Contract Term Description	Type a description for the contract term. The field can be a maximum of 20 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Print job/contract table data. Click to print job contract table data. The following Job Contract Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following Job Contract Table options: <ul style="list-style-type: none"> • Job Code Table • Contract Class Table • Contract Term Table • Contract Year Table • Extract ID Table • Termination Reason Table All Code Tables - prints all the Job/Contract tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .